



## INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 320, Oklahoma City, OK 73102

<http://www.oklahoma.feb.gov/>

(405) 231-4167

### Chair's Corner



I had the opportunity to attend a recent Federal Emergency Management Agency/ Federal Executive Board (FEMA/FEB) meeting in New Orleans where we discussed Emergency Preparedness and Continuity of Operations. We also discussed how FEMA can assist FEBs in the event of a

disaster (manmade or natural) and how the FEBs can assist FEMA in our respective areas.

From this meeting, the FEMA Regional Administrator has asked for assistance in meeting their obligation to our federal community. In accordance with Federal Preparedness Circular 65, FEMA is responsible for "coordinating periodic assessments of Executive Branch COOP capabilities and reporting the results to the National Security Council and the Homeland Security Council.

I ask each federal leader in Oklahoma to have your Emergency Manager complete the "Continuity of Operations Self-Assessment Tool" provided on our web site at: [http://www.oklahoma.feb.gov/Forms/9-coop\\_assessment\\_tool 2006.doc](http://www.oklahoma.feb.gov/Forms/9-coop_assessment_tool%2006.doc)

Once completed, please provide the score (green, yellow or red) to the FEB office, without comments, location of documents and resources. We will compile the information and provide to the FEMA regional office as a compilation without any agency designations.

At the time I am writing this article, I am also preparing for an interview with the General Accounting Office (GAO) regarding our Federal Executive Board. GAO is currently conducting a study to evaluate the roles, responsibilities, and

capacities of selected FEBs for emergency preparedness and coordination, particularly in the event of pandemic influenza. For this engagement, they are planning to examine the following questions:

- (1) What actions selected FEBs have taken to fulfill their roles and responsibilities for emergency preparedness and coordination and what resources are we using for these activities?
- (2) What lessons learned have selected FEBs learned in fulfilling emergency operations' roles and responsibilities? and
- (3) To what extent, if any, can FEBs contribute to emergency preparedness and response to pandemic influenza?

Our FEB has an excellent Emergency Preparedness Council and working group, so I anticipate that we will do well in this area; however, the topic of pandemic influenza may provide numerous unknown challenges for our agencies.

Our August activities, an FEB luncheon and interagency/intergovernmental tabletop exercise, will provide additional information on possible challenges created by a pandemic, in addition to possible resources coordinated through our FEB! Registrations for both events are provided in this newsletter for your convenience, plan on attending.

Mike Roach, Chairman

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## Rules of Unpaid Leave

By Karen Rutzick, July 6, 2006, GovExec.com

As a tool of last resort when sick and annual leave run dry, federal employees can take time off without pay under certain circumstances, such as to complete military duty or to recover from a prolonged illness.

In fact, a 1993 law entitles federal workers to 12 weeks of unpaid leave annually to care for sick family members, or for the birth or adoption of a child.

But the rules surrounding leave without pay (LWOP) are complex and can result in a loss of benefits if not followed closely.

**Health Insurance:** Enrollment in the Federal Employees Health Benefits Program continues for up to a year -- 365 days exactly -- under LWOP. The government continues to pay its portion of the costs during that time, and is responsible for advancing the employee's share, too. Employees can opt to pay the agency for that advance at the time or have it withheld from their paycheck upon returning to work. If employees return to paid service for more than four months, the 365-day clock restarts if they need to go on LWOP again.

**Thrift Savings Plan:** Employees on LWOP cannot contribute to the TSP, and the agency ceases contributions as well. Employees also are not eligible for a loan from their TSP savings during this time. They can, however, continue to reallocate existing TSP savings among the funds. In addition, they can make an in-service withdrawal, provided they meet the age or financial hardship

requirements.

**Pensions:** Up to six months under LWOP every calendar year is still creditable service in tallying defined retirement pensions, at no cost to the employee.

**Annual and Sick Leave:** Employees who use 80 hours or more of LWOP in one pay period forgo the annual and sick leave they would have acquired during that time.

**Promotions:** Up to 30 days in LWOP status can still be credited as career experience toward a promotion.

**Life Insurance:** Employees can keep their coverage, at no cost, for up to a year.

In general, LWOP is granted by supervisors on a case-by-case basis at the request of an employee. There are three cases in addition to those designated in the family care law where employees are guaranteed the status: workers called up to serve in the reserves or National Guard, disabled veterans who need medical treatment and employees receiving workers' compensation for on-site injuries.

Agencies have their own policies for granting LWOP status. For example, the Fish and Wildlife Service allows immediate supervisors to grant leave without pay for 10 days. Regional and assistant directors can approve it up to one year, and beyond that the director of the agency needs to grant approval.

*Taken from [www.govexec.com/dailyfed/0706/070606pb.htm](http://www.govexec.com/dailyfed/0706/070606pb.htm)*



## Spotlighting Information in Public Service

## Did You Know...

### **Bringing the Post Office to the People™.**

Article taken from the US Postal Service website. To learn more about their efforts and products, go to [www.usps.gov](http://www.usps.gov).

Whether it's one letter or a thousand packages, we have the services to get your mail where it needs to be, when it needs to be there. You can even create and send your mail online. Find out about the many delivery options and extra services you can combine to suit your mailing needs. Use our online tool to calculate postage.

#### **Business Mail 101**

Everything you need to know to get started with successful business mailing – including discounted rates.

Proper preparation will help us deliver your mail and packages as efficiently as possible. Get all the information you need online. You can even order supplies and prepare labels online.

Learn the proper way to address your mail to make sure your mail gets where it's going.

Use our convenient online service to schedule a pickup!

Learn about products and services to help improve the quality of your address list(s) while maintaining your cost to mail.

Learn how to label & address your package properly.

Order boxes & envelopes for your shipments online!

Learn how & where to apply labels.

#### **Related Services & Links**

##### **ZIP Code Lookup™**

Find the ZIP Code you are looking for with our online tool.

##### **Pay@Delivery**

Payment for your merchandise is released only when your package is delivered.

##### **Add Extra Services**

Choose from a variety of options so you can track your package or insure it.

##### **Print a Shipping Label**

Print labels right from your computer and save time.

##### **Postage Options**

Discover the many types of postage you can use. From postage meters to stamps, select the one right for you.

##### **Service Updates**

Learn about changes to global mailing conditions and how they affect you.

##### **All Options for Mailing & Shipping**

View a comprehensive list of mailing services we offer.

##### **Track and Confirm Delivery**

Follow your Express Mail® package and get delivery information online.

##### **Business Tips and Tools**

Let us help with our useful tips and tools we have to make your business mailing easy and effective.

##### **Sending a Letter or a Package?**

We offer a variety of delivery options whether you are sending mail or shipping a package.

##### **Pickup and Drop-offs**

Schedule a pickup online and get your package picked up. Or use our online tool to find the nearest Post Office and drop it off.

##### **Print a Shipping Label**

Print shipping labels from the convenience of your computer.

##### **Buy Stamps**

Now you don't have to wait in line. Buy stamps online and have them mailed to you.

The Postal Service also offers a variety of optional delivery services. Whether you need to hold your mail, arrange to have missed mail redelivered or confirm a delivery, the Postal

Service has online solutions for you.

##### **Hold Mail Service**

No need to have your neighbors pick up your mail if you are away. We can hold it at your local Post Office™ for up to 30 days. Whether you are going on vacation or a business trip, you can make arrangements quickly and easily with our online service. You can also change or cancel your request online at any time.

##### **Redelivery**

Received an attempted delivery notice? You can arrange redelivery online. Just let us know the date you can be home to receive your special mail or package and we'll gladly redeliver it to your address or, if you prefer you can pick it up at your local Post Office - it's that simple.

##### **Verify Your Delivery**

Ensure your mail reached its destination. Choose from our verification services and get a signature or receipt when your mail or package is delivered. Learn about how this allows both sender and receiver to confirm delivery of important mail.

**U.S. Postal Service**



# One-Day Pre-Retirement Training Seminar



*Be sure you are financially prepared to do all the things you've planned for your retirement!!*

<b>CSRS session topics:</b> <ul style="list-style-type: none"> <li>➤ Overview of CSRS</li> <li>➤ Survivor Benefit</li> <li>➤ Thrift Savings Plan</li> <li>➤ Voluntary Contribution Program</li> <li>➤ Federal Employee Health &amp; Life Insurance Programs</li> <li>➤ Social Security</li> </ul>	<b>FERS session topics:</b> <ul style="list-style-type: none"> <li>➤ Overview of FERS</li> <li>➤ Survivor Benefit</li> <li>➤ Thrift Savings Plan</li> <li>➤ Voluntary Contribution Program</li> <li>➤ Federal Employee Health &amp; Life Insurance Programs</li> <li>➤ Social Security</li> </ul>
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**TIME:** 8:30 a.m. - 4:00 p.m. (each day) Registration will begin at 8:00am

**LOCATION:** Holiday Inn Hotel & Suites, 6200 N. Robinson, OKC

**COST:** [ ] \$85.00 per person if registered by close of business 8/4/2006  
 [ ] \$95.00 per person if registered after close of business 8/4/2006  
 [ ] \$45.00 for spouses (if materials are shared)

[ ] I am registering for the CSRS Only session on Tuesday, September 12, 2006.

[ ] I am registering for the FERS Only session on Wednesday, September 13, 2006.

NAME(S): \_\_\_\_\_  
 List name of employee and spouse on same form to receive the discounted price for spouse

AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_  
 Agency/Registrant may pay by cash, check, credit card or government voucher.

Mail this registration form to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Suite 320 Oklahoma City, OK 73102
or fax to:	(405) 231-4165

**Cancellation Policy:** Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through September 1, 2006. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!



## UPCOMING EVENTS AUGUST

<b>Aug 8, 2006</b> 11:30 a.m.	<b>FEB Luncheon</b> Biltmore Hotel POC: FEB Office, 405-231-4167
<b>Jun 9, 2006</b> 8:00 p.m.	<b>Black Program Council</b> Hosted by Black Program Council Crowne Plaza Hotel, OKC POC: Zeb Willie, 405-734-3089
<b>Aug 22, 2006</b> All Day	<b>Leadership Training</b> <b>Ethics: Fact or Fiction</b> Express Events Center POC: FEB Office, 405-231-4167
<b>Aug 10, 2006</b> 2:00 p.m.	<b>Emergency Preparedness Council</b> 4020 N. Lincoln, USDA-APHIS Ofc POC: FEB Office, 405-231-4167
<b>Aug 9, 2006</b> 7:30 a.m.	<b>Mayor's Committee on Disability Concerns</b> 222 NW 15 <sup>th</sup> , Rm 203 POC: FEB Office, 405-231-4167
<b>Aug 9, 2006</b> 11:00 a.m.	<b>Shared Neutrals Meeting</b> POC: FEB Office, 405-231-4167
<b>Aug 15, 2006</b> 2:00 p.m.	<b>Federal Employees Care Council</b> Allegiance Credit Union 4235 N. Meridian, OKC POC: Tom Burton, 405-954-0625
<b>Aug 16, 2006</b> 10:00 a.m.	<b>Interagency Training Council</b> Location TBD POC: Sherri Beasley, 405-231-5854
<b>Aug 17, 2006</b> 10:00 a.m.	<b>American Indian Council</b> Location TBD POC: Mary Culley, 405-270-0501x3876
<b>Aug 24, 2006</b> 12:00 noon	<b>Black Program Council</b> Community Action Agency 3401 NE 16 <sup>th</sup> , OKC POC: Zeb Willie, 405-734-3089
<b>Aug 25, 2006</b> All Day	<b>Leadership FEB</b> US Courts & US Marshals Service POC: FEB Office, 405-231-4167
<b>Aug 25, 2006</b> 12:00 noon	<b>Naturalization</b> 200 NW 4 <sup>th</sup> St. POC: FEB Office, 405-231-4167

*FEBs promote & support national initiatives and respond to local needs of federal agencies & the community.*

There are parts of a ship which taken by themselves would sink. The engine would sink. The propeller would sink. But when the parts of a ship are built together, they float...Together, they form a craft that floats and is going someplace. —Ralph W. Sockman

## Your Federal Executive Board

*"Federal Executive Boards (FEBs) are generally responsible for improving coordination among federal activities and programs in...areas outside of Washington, D.C...FEBs support and promote national initiatives of the President and the administration and respond to the local needs of the federal agencies and the community." (GAO-04-384)*

*We applaud the efforts of the Oklahoma FEB Executive Policy Council members who ensure information is provided to direct our activities and efforts:*

- Jim Akagi, US Drug Enforcement Administration
- Ron Berryhill, Director, USDA Risk Management Agency
- Michael Deihl, Administrator, Southwestern Power Administration, Tulsa
- Sam Jarvis, Director, VA Regional Office, Muskogee
- Larry Flener, Representative for the District Director, US Postal Service
- Dottie Overal, Director, Small Business Administration
- Patti Ford, Director of Staff, Tinker AFB
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center

This newsletter is published monthly as a cost-effective tool for communicating events and issues of importance to the federal community in Oklahoma. If you have news of interest, please fax to the FEB Office at (405) 231-4165 or email to [LeAnnJenkins@juno.com](mailto:LeAnnJenkins@juno.com) no later than the 15<sup>th</sup> of each month.

### Elected Officers:

**Chair:** **Mike Roach**, U.S. Marshal  
US Marshals Service  
Western District of Oklahoma

**Vice-Chair:** **Kevin McNeely**  
OKC Field Office Director  
US Department of Housing and  
Urban Development

### Staff:

**Director:** LeAnn Jenkins  
**Assistant:** Vacant  
**Program Support:** Constance Ward  
**Intern:** Veronica Hicks

Please feel free to copy this newsletter & distribute. The newsletter is available on our website, <http://www.oklahoma.feb.gov> where you can also request to receive it electronically.



***Horse Sense for Leaders: October 24 & 25, 2006***


"There is a very fine line between offering leadership and guidance and getting in the way," Wood says. "It's not about submission. It's not about what you put on the horse's back. It's about what we put in his head."

The goal of this program, built around observations of Woods equine training sessions, is not to imitate the cowboy's techniques. It is to listen to his running monologue and generate questions about our individual leadership styles, as well as gain new insights.

Observers can see effective leadership in action and its results, minute by minute. Questions to ask include how the relationship is defined, setting expectations, communication, motivation and the definition of success.

One day is spent observing and learning from the horse trainer and the horse, ½ day is spent in the classroom discussing implementation possibilities of lessons learned.

***Each person will come away with a different set of lessons; not so much about 'new lessons' in leadership, but insight into what they already know.***

Dates:	October 25, Redlands Equine Center, El Reno, OK October 26, Express Events Center, OKC <i>Maps are provided at</i> <a href="http://www.oklahoma.feb.gov/Forms/HorseSense.pdf">www.oklahoma.feb.gov/Forms/HorseSense.pdf</a>
Time:	Tuesday--7:30am registration; Training 8:00am-4:00pm Wednesday—7:30 – 12:00
Cost:	\$195.00 per person
	"Cowboy" attire is appropriate for the Tuesday's session in the horse barn at Redlands Community College in El Reno, OK. We encourage you to wear appropriate attire for the environment and bring a jacket in case we have a typical fall day.

***Registration Form***

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

***Method of payment:***

☐ Cash   ☐ Government Voucher   ☐ Credit Card   ☐ Pay at the door

Mail registration to:      Federal Executive Board  
215 Dean A. McGee, Ste 320  
Oklahoma City, OK 73102  
Or fax to:                      405-231-4165

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## Out of the loop

### Information deficit leaves staffs feeling frustrated

By [MOLLIE ZIEGLER](#)

Federal Times, June 26, 2006

In case you haven't gotten the word, managers: New survey results show your employees are frustrated over being left out of the loop.

Of 37,000 federal employees surveyed last year by the Merit Systems Protection Board about their attitudes toward their jobs and agencies, nonsupervisors were considerably less happy with the amount of information they receive than were supervisors.

And this could pose serious problems, since employees who feel uninvolved and not trusted are less likely to produce results, adapt to change or stick around, experts say. With change sweeping every level of government — from new pay and performance management systems to large-scale departmental mergers — agency leaders need to keep employees informed every step of the way, they say.

“You will not be successful with a transformation effort that doesn't involve employees. And the truth of it is that you won't deserve to be successful,” said Chris Mihm, managing director of strategic issues for the Government Accountability Office, who studies organizations that are successful at pulling off change.

Government personnel leaders are so concerned about the problem that they're launching new programs to promote better communication in federal workplaces. The Office of Personnel Management will offer new guidance to managers by October on how to better communicate with and give feedback to their staffs. And the agency plans to debut a new online assessment tool by Jan. 1 that all employees can use to measure and improve their communication skills.

And at two of the biggest departments, improved manager-employee communication has taken center stage. New personnel systems at the Homeland Security and Defense departments require that managers meet with employees at least several times a year to discuss job expectations and employee performance.

“If you want an organization to be going in a shared direction and want all employees to know what they are supposed to be doing, you have to communicate, communicate, communicate,” said John Palguta, vice president for policy with the Partnership for Public Service, a Washington organization that promotes government employment.

Communication is more important now than in a long time, experts stress, because there is so much turmoil under way across government in the form of reorganizations, reforms, budget cuts, new missions, turnover and modernization. Two-thirds of all those surveyed by MSPB said they feel their agencies have been unstable in the past two years. And good communication between managers and employees during such times is vital, they say.

#### Involve employees

John Ford, who is overseeing MSPB's survey analysis, points out that the data come from employee perceptions — not from objective measures. It's as much possible that managers have employees who are difficult to engage in discussion as it is that supervisors aren't doing a good job of sharing information, he said.

“Whatever the reasons, it's important that agency leaders, from political appointees to first-level supervisors, realize that their front-line employees may need to feel — and even be — better informed,” said Ford, a research psychologist within MSPB's Office of Policy and Evaluation.

That suggestion mirrors past GAO recommendations. Agencies need to communicate early and often to build trust, ensure a consistent message, promote two-way dialogue and target information to meet the specific needs of employees, Mihm said.

Even though employees are less satisfied with their agency's communication efforts, supervisors also complain about the amount of information they receive, noted Carol Bonosaro, president of the Senior Executives Association. In fact, the survey said that 40 percent of supervisors themselves do not trust upper management to keep them informed.

Political appointees should be particularly careful to communicate program and policy expectations to their senior executives, she said. Achieving results toward the agency's mission with an eye toward the president's management agenda, a new focus on performance management and fewer resources to do the job can make supervisors' jobs difficult, Bonosaro said. “As much as they may fully know and accept and support the importance of full communication with employees, they have to make hard choices all day long. From time to time, communication may fall by the wayside,” she said.

#### What managers can do about it



One agency taking the challenge seriously is the Federal Aviation Administration. The agency runs a Web site where employees can get information on their pay, benefits, organizational goals, policies and procedures in plain language. The Web site also includes news articles about FAA — good and bad.

Last week the site had details on agency leaders' testimony before Congress, a review of the play "Charlie, Victor, Romeo" that uses transcripts from cockpit voice recorders, and a note that Congress was asking FAA to cut its budget. Gerald Lavey, FAA's deputy assistant administrator for internal communications, keeps the Web site updated and writes in the brief, straight-talking style he learned growing up in Omaha. On June 13, Lavey noted that two FAA employees were presented awards for writing a 22-page document that was easy to read.

"If you're wondering why we give awards for that sort of thing, pick up almost any manual (your choice) and see if you can get further than two pages without scratching your head or giving up in frustration," he wrote on the site.

Lavey said having FAA Administrator Marion Blakey's support of the no-nonsense site is invaluable. Having a single portal where employees can get updates and information they need is a good part of a communications strategy, experts said.

The Treasury Department's Bureau of Public Debt has been praised by the Office of Management and Budget as an agency that does an especially good job of communicating with employees. The bureau is responsible for borrowing the money needed to operate the government and accounting for the resulting debt. OMB says the program has a clear purpose, is well designed and well managed.

For a decade, the agency has operated under five organizational values; information sharing is one of them.

Toward this end, the agency regularly briefs supervisors and posts agency news on a Web site for all employees. The bureau has a management control program that rigorously tracks audit findings and agency progress in fulfilling auditors' recommendations. It also monitors the agency's progress in meeting the goals of the president's management agenda. Supervisors receive regular management and policy briefings and employees can access a Web page to keep updated on management

initiatives, progress toward PMA goals, and other agency news.

"When employees know what they are doing and why they are doing it, they can make more meaningful contributions to an organization's mission," said Pete Hollenbach, the agency's spokesman.

The Defense Department recently launched its own online tool to give employees access to information about pay, benefits, performance expectations and other personnel news.

Improving communications must be addressed explicitly and consciously, said Judith Douglas, vice president for leadership and performance at the Council for Excellence in Government. Discontent arises when employees feel that leaders have insight they are keeping from the rank and file employees. Simple day-to-day strategies she advocates emphasize two-way communication, from walking around the office, or checking in with employees who work in a virtual environment, to holding town hall meetings.

Davis and others note that employees are fine with not knowing all the details of operations. They just want to feel they are an integral part of the team.

### **Don't assume**

Managers forget that not all employees have the same communication channels or access to information that they do, experts said. That includes data on budget or staffing levels as well as less tangible information such as the style of agency leaders.

"Often times, line employees are focused on day-to-day work and they may not have a clue that there has been a major shift in funding levels, priorities or policies being enacted," said Palguta of the Partnership for Public Service.

At the same time, managers should be sure to point out which information has a higher priority than other information. In the past the FAA had scores of newsletters and sources of information, Lavey said. People were confused, so agency officials decided to set up a single reliable, credible portal for information.

"It's not that there's not enough information," he said. "Sometimes it's that there's too much information."





# Mark Towers

Presents

## *Ethics: Fact or Fiction*



**Ethics come down to this simple phrase, “I do what I say and I say when I don’t” -Mark Tenacious Towers**

Government employees hold their positions as a public trust and the American people have a right to expect that all employees will place loyalty to the Constitution, laws, regulations, and ethical principles above private gain. Employees fulfill that trust by adhering to general principles of ethical conduct, as well as specific ethical standards.

Sometimes the hardest thing to do is the right thing the first time. How do you know your advice is correct? It isn’t enough that employees avoid conflicts of interest under

U.S.C. §208. This seminar will embrace our high ethical standards with the objective of building skills for reinforcement.



Date:	Tuesday, August 22, 2006
Time:	7:30am registration; Seminar is from 8:00am-4:00pm
Location:	Express Events Center, 8512 NW Expressway, OKC
Cost:	\$159.00 per person

### REGISTRATION

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Method of payment:** ☐ Cash ☐ Government Voucher ☐ Credit Card ☐ Pay at the door

Mail registration to: Federal Executive Board  
215 Dean A. McGee, Ste 320  
Oklahoma City, OK 73102  
Or fax to: 405-231-4165

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## Emergency Preparedness Exercise Registration Form



Date: August 23, 2006  
Time: 10:00am-3:30pm

Location: OKC Fire Training Center,  
850 N. Portland, OKC

**Seating is limited. Initially, each agency is restricted to two participants (with the option to identify an alternate).**

***You MUST have a Continuity of Operations Plan (COOP) to participate in this tabletop exercise.***

In order to leverage the utility of our time during the day, an executive box lunch will be provided.

Department/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

**Attendees:**

1) Name: \_\_\_\_\_ Executive Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Lunch sandwich choice: ☐ Ham ☐ Turkey ☐ Tuna

2) Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Lunch sandwich choice: ☐ Ham ☐ Turkey ☐ Tuna

**Alternate:** You can identify an alternate to attend in the event one of the above cannot attend.

3) Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

***If for some reason you find you will be unable to attend after registering, please send your identified alternate or cancel as soon as possible to allow others the opportunity to attend, since seating is limited.***

Mail to:	Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	405-231-4165



## Federal Executive Board Luncheon August 2006



Date:	Tuesday, August 8, 2006
Time:	11:30am-1:00pm
Location:	Biltmore Hotel
	401 S. Meridian, Oklahoma City
Speaker:	Julie Alvarez, Epidemiologist Oklahoma Area Inter-Tribal Health Board
Topic:	Pandemic Influenza Epidemic

Reasons to attend this luncheon:

Seasonal flu, avian flu, and pandemic flu are not the same.

What is an Influenza Pandemic?

What is all the information and paperwork ABOUT?

Learn the basics and know how this might affect your workplace. You can use the information you gain to strengthen your continuity of operations plan (COOP)

<b>MENU:</b>	Salad, Baked Italian Lasagna with Marinara Meat Sauce, vegetables, rolls, and Iced Tea or Coffee <i>If you require special dietary accommodation, please contact the FEB Office, 405-231-4167.</i>
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### Registration

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Cost: \$12.00 per person**

*Payment:*

☐ Cash
                    
 ☐ Check
                    
 ☐ Credit Card
                    
 ☐ Voucher  
☐ Enclosed
                    
 ☐ Pay at the Door

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	405-231-4165

***Make checks payable to: Oklahoma Federal Executive Board***

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SUN	MON	TUES	WED	THUR	FRI	SAT
August 2006		1	2	3	4	5
6	7	8 FEB Luncheon	9 7:30 Mayors Committee 11:00 Shared Neutrals	10 11:30 SGMP 2:00 Emgcy Prep	11	12
13	14	15	16 10:00 ITC	17 10:00 AIC	18	19
20	21	22 Leadership Training	23 FEB Tabletop Exercise	24 10:00 Exec Policy Council 12:00 BPC	25 Leadership FEB 12:00 Naturalization	26
27 Leadership FEB Day	28	29	30 Naturalization	31		

OKLAHOMA FEDERAL EXECUTIVE BOARD  
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